

PUBLIC SERVICE AUTHORITY BOARD OF DIRECTORS MEETING  
October 13, 2020

At a meeting of the Public Service Authority Board of Directors held on Tuesday, October 13, 2020, at 9:00 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia, the following Board members were present: Dr. Doug Warren, Chair; Mr. Dave Dean, Vice Chair; Mr. Dennis Setliff; Dr. Fritz Streff and Mrs. Nancy Burchett.

Staff members present included: Jared Linkous, Executive Director; Josh Tolbert, Deputy Director; Jonathan Sweet, County Administrator; Diane Newby, Finance Director and Natasha Grubb, Clerk to the Board.

1. Welcome and Call to Order

Dr. Warren called the meeting to order at 9:00 a.m.

A. Confirmation of A Quorum

5 (five) Board members were present.

2. Approval of the Agenda

A. Additions or Changes to the Agenda

The Board voted in the affirmative by consensus to accept the agenda as presented.

3. Presentations and Citizens Comments

A. Presentations and Citizens Comments

There were no presentations or citizens comments.

4. Financial Matters

A. Financial Report

Mrs. Newby presented the Financial Report and advised she planned to speak with the auditors to determine if a separate account should be established for the monies collected from the delinquent accounts.

On a motion by Mr. Setliff, second by Dr. Streff and carried, the Board reviewed and accepted the Financial Report.

Voting Yes: Mr. Setliff, Mr. Dean, Dr. Warren, Dr. Streff, Mrs. Burchett.

Voting No: None.

B. Collections Update

Mr. Linkous provided the collections update. There were no questions.

5. Action Items (New Business)

There were no Action Items regarding New Business.

6. Action Items (Old Business)

There were no Action Items regarding Old Business.

7. Reports from Executive Director and Staff

A. Operational Reports: Convenience Center and County Landfill Tonnage, Inmate Availability and Cut -Off List

The Board reviewed the Operational Reports: Convenience Centers and County Landfill Tonnage, Inmate Availability and Cut-Off list as presented in the October 13, 2020, BoardDocs agenda.

Mr. Setliff inquired if the New River Resource Authority (NRRRA) completed their final grinding. Mr. Tolbert advised the NRRRA did complete their last grinding and the Public Service Authority (PSA) will use a third party company

moving forward.

Mr. Dean expressed his concern with the use of private roll off containers throughout the county.

Mr. Linkous advised he is in the process of scheduling a meeting with The CFS Group, LLC, to discuss use of their containers in Pulaski County. He further stated the entire building department staff has been recently hired and advised they were notified on the importance of informing citizens and contractors of the use of PSA roll off containers when applying for permits.

Mr. Dean suggested purchasing additional roll off containers.

Mr. Linkous emphasized if the Public Service Authority (PSA) plans to enforce the policy of the use of their roll off containers, a substantial amount of roll off containers must be available to accommodate all requests. The purchase of additional roll off containers will come at a significant cost. Mr. Linkous further advised that he and Mr. Tolbert were working on a proposal to present to the Board at the November meeting and with the intent to implement in January 1, 2021.

Mrs. Burchett questioned if the Public Service Authority (PSA) will continue with the utility cut-offs.

Mr. Linkous advised that in response to the COVID-19 pandemic and legislation passed by the General Assembly, the PSA have not turned off utilities. Mr. Linkous further explained two (2) bills were passed; one was more of a recommendation and the other stated utilities could not be turned off due to nonpayment. PSA staff will continue to monitor and plan accordingly.

B. Pulaski County Sewerage Authority (PCSA)

Mr. Linkous presented the Pulaski County Sewerage (PCSA) Activity Report. There were no questions.

D. Staff To Do List:

The following updates were provided on the following Staff To Do List items:

A. Drop Site on the South Side of Claytor Lake

No report given.

B. Covered Water Meter Ordinance

No report given.

C. Draper Area Wythe County Sewer/PSA Connection

No report given.

D. Water Meter Replacement

No report given.

E. Water Master Plan

Mr. Linkous provided an update regarding the water master plan.

F. Facilities for Refuse Employees

No report given.

G. Pulaski Convenience Center Relocation

No report given.

H. Brookmont Water System Disinfection By-Products

No report given.

I. Improvements to Fairlawn Convenience Center

No report given.

J. Write off Accounts Consideration

No report given.

8. Other Matters from the Directors

Mr. Setliff inquired if there was more information to impart regarding guidelines with delinquent accounts. Mr. Linkous stated there were findings while researching that could complicate matters and advised he would provide an update at an upcoming meeting.

9. Items of Consent

On a motion by Mrs. Burchett, second by Mr. Setliff and carried, the Board reviewed and approved by consensus the following items of consent:

A. Minutes of Previous Meeting

The Minutes of September 8, 2020, regular meeting were approved by the Board at the October 13, 2020, meeting.

B. Balance Due Report

The Balance Due Report was approved as presented in the October 13, 2020, meeting agenda in BoardDocs.

C. Budget Adjustments

The following Budget Adjustments were approved as presented in the October 13, 2020, meeting agenda in BoardDocs: PSA #2021-03: \$79,595.31 and PSA Capital Fund #2021-02. Mr. Linkous reported \$400,000 was transferred from the Pulaski Convenience Center to the Fairlawn Convenience Center.

D. Billing Adjustments

Mrs. Newby advised the billing adjustments increased significantly due to the monies collected from delinquent accounts.

The Billing Adjustments were approved as listed in the October 13, 2020, meeting agenda in BoardDocs.

E. Accounts Payable

The Board ratified Accounts Payable for checks numbered #41407-41512.

F. Personnel Changes

Board members reviewed and approved a memo describing Personnel Changes in the month of September 2020, the electronic version of which is filed in the October 13, 2020, BoardDocs agenda.

10. Informational Items

Mr. Linkous presented the Pulaski County Convenience/Recycling Centers hours of operation and holiday schedule.

11. Adjournment

A. Adjournment

On a motion by Mrs. Burchett, second by Mr. Dean and carried, the Board adjourned their October 13, 2020, regular meeting. The Board voted by consensus in the affirmative to conclude the meeting.

The next meeting of the Public Service Authority Board of Directors will be held on Tuesday, November 10, 2020, at 9 a.m. in the Board Room of the County Administration Building, 143 Third Street, N.W., in the Town of Pulaski, Virginia.

  
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Douglas D. Warren, DED, Chairman

*Nancy M. Burchett*

Nancy Burchett, Secretary